

BLUNTISHAM INTERNAL DRAINAGE BOARD

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20 December 2018

Gentlemen

Meeting of the Board
11th January 2019

I enclose the Agenda for the Meeting of the Board to be held at Hanson's, Needingworth Quarry at 10.30 am on Friday the 11th January 2019.

PLEASE NOTE THAT THIS AGENDA INCLUDES CONFIDENTIAL PAPERS. APART FROM THE COPY RETAINED WITH THE CONFIDENTIAL MINUTES THEY WILL BE DESTROYED FOLLOWING THE MEETING AND MEMBERS ARE REMINDED THAT THEY MUST NOT BE DISCUSSED WITH ANYONE OTHER THAN A BOARD MEMBER.

AFTER THE MEETING PLEASE DESTROY YOUR COPY OF THE PAPERS OR RETURN THEM TO THE OFFICE TO BE DESTROYED.

Please telephone or e-mail to confirm your attendance as soon as possible.

Yours truly

D C THOMAS

Clerk to the Board

To the Chairman and the Members of the Bluntisham Internal Drainage Board

A G E N D A

1. Apologies for absence

2. Declarations of Interest

Members to declare any interests relating to the agenda.

3. Confirmation of Minutes

To confirm the Minutes of the Meeting of the Board held on the 8th June 2018.

(Copy pages 8-15)

4. Matters arising from the Minutes

5. Board Membership

The Clerk will refer to an e-mail from Mr Bird dated the 10th December 2018, resigning from the Board and suggesting that Mr Hilton Law be appointed in his place.

(Copy page 16)

6. Land Drainage Act 1991

Board Membership – Huntingdonshire District Council

The Clerk will report that Huntingdonshire District Council have appointed Councillor J Neish to be a Member of the Board under the provisions of the Land Drainage Act 1991.

The Clerk will also report that Councillor M Francis was not re-appointed.

7. Maintenance works in the District

Further to minute B.655, the Chairman to report.

8. Hanson – Progress Report

Further to minute B.627, to receive Hanson's Progress Report.

9. Ouse Washes Section 10 Reservoir Middle Level and Level South Barrier Bank works

Further to minute B.657, the Clerk will refer to the Newsletters from the Environment Agency dated August 2018 and October 2018.

(Copy pages 17-20)

10. Updating IDB Byelaws

Further to minute B.638(e), the Clerk will report that as this matter affects all Boards, and to ensure efficiency and to minimise costs, work on revising the Byelaws has been held until all Boards administered by the Middle Level Commissioners have determined their wishes. Now that this objective has been achieved work is commencing and a bulk submission of revised Byelaws will be submitted for consideration by Defra accordingly, probably in the New Year.

11. Policy Statement

Further to minute B.664(c), to review the Board's updated Policy Statement on Water Level and Flood Risk Management.

(Copy pages 21-30)

12. Requirements for a Biosecurity Policy

Further to minute B.666, to consider the Board's Biosecurity Policy.

(Copy pages 31-35)

13. Anglia Farmers

Further to minute B.650, the Clerk to report.

14. Clerk's Report

The Clerk advises:-

i) Middle Level Commissioners and Administered Boards Chairs Meeting

That a second Chair's meeting was held on the 17th October 2018 and that discussions centred around meeting Health and Safety legislative requirements and the possible options for increased efficiency in delivery of IDB/DDC services. Outline detailed proposals on the latter are to be brought before the next Chair's meeting for consideration.

ii) Association of Drainage Authorities

a) Annual Conference

The Clerk will report on the Annual Conference of the Association of Drainage Authorities held in London on Wednesday the 14th November 2018.

b) Annual Conference of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association will be held on Tuesday the 12th March 2019.

c) Subscriptions

That it is proposed by ADA to increase subscriptions by approximately 2% for 2019, viz:- from £542 to £553.

d) Floodex 2019

That Floodex 2019 will be held at the Peterborough Arena on the 27th and 28th February 2019.

iii) Environment Agency Precept

The Clerk will report on the likely precept for the financial year 2019/2020.

The precept for 2018/2019 was £1,762.

iv) External Bodies Conservation Initiatives

That there are two projects which may have an impact on the Board:-

i) The New Life on the Old West project being led by Cambs ACRE which aims to improve public understanding of the unique nature of biodiversity in the Fens and to deliver improvements on community green spaces and the ditch network. At the time of report the project has received a £100k grant to develop the project to the point at which a further £3/4 million grant bid will be made to support delivery.

ii) The Cambridgeshire Fens Biosphere, Heritage Lottery have provided £10,000 of funding to research what would be necessary to bring Biosphere Reserve status to the Fens. This project is being led by the Wildlife Trust with support from Cambs ACRE. If successful, this would lead to a new UNESCO designation. This would be a non-statutory designation which records the unique nature of the area.

v) Catchment Strategy

That the EA, LLFA, IDBs and other partners are co-operating in a piece of work which is looking at the pressures on the catchment from a development and climate change perspective. The aim will be to develop proposals which will guide and inform discussion makers.

15. Consulting Engineers' Report, including planning and consenting matters

To consider the Report of the Consulting Engineers

(Copy pages 36-40)

16. Capital Improvement Programme

To review and approve the Board's future capital improvement programme.

(Copy page 41)

17. Conservation Officer's Newsletter

The Clerk to refer to the Conservation Officer's Newsletter, previously circulated to members.

18. State-aided Schemes

To consider whether to undertake further State-aided Schemes and whether any future proposals should be included in the forward capital forecasts provided to the Environment Agency.

19. Claims for Highland Water Contribution – Section 57 Land Drainage Act 1991

The Clerk will report that following his submission of claims for contributions the gross sum of £950.98 (inclusive of supervision) has been received from the Environment Agency (£952.05 representing 80% of the Board's estimated expenditure for the financial year 2018/2019 less £1.07 overpaid in respect of the financial year 2017/2018).

20. Contribution from Developers

The Clerk will report that a contribution towards the cost of dealing with the increased flow or volume of surface water run-off and treated effluent volume has been received.

(See Confidential Papers)

21. Health and Safety Report

Further to minute B.668, the Vice Chairman to report.

22. Completion of the Annual Accounts and Annual Return of the Board – 2017/2018

a) To consider the comments of the Auditors on the Annual Return for the year ended on the 31st March 2018.

(Copy pages 42-47)

b) To consider the Audit Report of the Internal Auditor for the year ended on the 31st March 2018.

(Copy pages 48-52)

23. Defra IDB1 Returns

The Clerk to refer to the completed IDB1 form for 2017/2018.

(Copy pages 53-62)

24. Review of Internal Controls

To consider the system of Internal Controls.

25. Risk Management Assessment

- a) To give consideration to the Board's Risk Management Policy.
- b) To review the insured value of the Board's buildings.

(Copy page 63)

26. Transparency Code for Smaller Authorities

The Clerk to report.

27. Exercise of Public Rights

The Clerk to refer to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

28. Payments to 30th November 2018

The Clerk to report on payments made to 30th November 2018.

(Schedule page 64)

29. Expenditure estimates and special levy and drainage rate requirements 2019/2020

To consider estimates of revenue expenditure and levy and rate requirements in respect of the financial year 2019/2020.

(Copy pages 65-66)

30. Date of next Meeting

The Clerk will remind members that the next meeting of the Board will be held on Friday, 7th June 2019.

31. Any other business

BLUNTISHAM INTERNAL DRAINAGE BOARD

At a Meeting of the Bluntisham Internal Drainage Board
held at Hanson's, Needingworth Quarry on Friday the 8th June 2018

PRESENT

P D Burton Esq (Chairman)	H Burgess Esq
J R Anderson Esq (Vice Chairman)	J M Green Esq
K Bird Esq	A G R Holloway Esq

Mr Robert Hill (representing the Clerk to the Board) was in attendance.

Apology for absence

An apology for absence was received from Councillor M Francis.

Mr Hill reported that Mr Francis had contacted the Clerk to the Board to inform him that he was no longer a Councillor as he did not stand for re-election. However, as he enjoyed attending meetings he would, if possible, like to stay on the Board. The Clerk had advised him to ask Huntingdonshire District Council if they still wished for him to continue to represent them.

B.653 Declarations of Interest

Mr Hill reminded Members of the importance of declaring an interest in any matter included in today's agenda that involved or was likely to affect any individual on the Board. The Chairman declared an interest in any matter in which Lattenbury Farms were involved. Mr Bird declared an interest in any matters concerning Hanson's.

B.654 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 12th January 2018 are recorded correctly and that they be confirmed and signed.

B.655 Maintenance works in the District

Further to minute B.626, the Chairman referred to a number of issues whilst carrying out the drain maintenance programme last year, viz:-

i) Travellers site – Old Barley Croft Road

Problems with ditch cleansing due to large amounts of rubbish in and around the watercourse, which had to be removed before the maintenance works could be carried out.

On reporting the matter to the police they had informed him that they would keep a watch on the location to see if they could identify the offenders.

ii) Fence within byelaw distance – Mick George Ltd

Problems in carrying out drain maintenance works along the watercourse at the Mick George Property due to a fence line. In some places there was ample room to work and at others the fence was so close to the watercourse that it made maintenance works difficult.

In response to the Chairman, Mr Green considered that he could manage his hedge on the other side of the watercourse to allow maintenance works to be carried out from there. The Chairman considered that maintenance works would not be required for about three years.

iii) Tree, hedge cuttings in District watercourse – Mr Ward

Tree hedge cuttings had been left in the watercourse and when contacted, Mr Ward had informed him that he thought the Board would dispose of them for him. A letter had been sent advising him of the position and that the removal of the material was his responsibility, which Mr Ward accepted and subsequently informed the Chairman that he would engage a contractor to carry out the works.

iv) Hanson's hedge

To allow access to enable drain maintenance works to be carried out, a hedgerow belonging to Hanson's was required to be cut. In previous years, Hanson's had agreed to pay these costs, which were estimated to be in the region of £500. Mr Bird agreed to take the matter up with Hanson's.

The Vice Chairman noted that the drainworks had gone over budget for the year which the Chairman considered related to the costs of the additional works as reported, and also for the Health and Safety grass cut required in advance of the excavator.

The Vice Chairman proposed that an inspection be carried out prior to this year's works, to hopefully identify any problem areas, and he additionally reported on several places where there had been bank slips following the maintenance works, which he considered could be left and addressed as part of this year's works. The Chairman agreed to inspect these areas to see if any immediate works were required to rectify the position.

B.656 Water Transfer Licences

Further to minute B.629, Mr Hill referred to the fact that licencing of water transfers came into force on the 1st January 2018.

He reported that only one licence is required per EA water body transferred from, even if multiple intakes exist, and that the cost per licence is £1,500 which would last for 12 years.

The Chairman confirmed that the Board did not have an intake into the District and there were no abstractors within the District, therefore this new arrangement will not directly impact the Board.

B.657 Ouse Washes Section 10 Reservoir Inspection Middle Level and South Level
Barrier Bank Works

Further to minute B.630, Mr Hill reported that the second year of the phased works had commenced.

B.658 Defra IDB1 Returns

Further to minute B.642, Mr Hill referred to a letter received from Defra dated the 24th April 2018.

B.659 Consulting Engineers' Report

The Board considered the Report of the Consulting Engineers.

In response to Mr Holloway, Mr Hill detailed the current position regarding engineering insurance and stated that investigations were being made in regards to an alternative insurer.

RESOLVED

That the Report and the actions referred to therein be approved.

B.660 Pumping Station duties

The Board gave consideration to the payment in respect of pumping station duties for 2018/2019.

RESOLVED

That the Board agree that the sum of £1,500 be allowed for the provision of pumping station duties for 2018/2019.

(NB) – Mr Green declared an interest when this item was discussed.

B.661 Environmental Officer's BAP Report

Members considered and approved the most recent BAP report together with the information sheets about floating pennywort.

Mr Hill reported that Cliff Carson had recently filmed a piece on otters which was due to be shown on the BBC Spring Watch programme on Monday the 11th June. He reported that Cliff was due to retire at the end of June and that his replacement had been appointed.

RESOLVED

That the Board make a £50 contribution towards a gift for Cliff Carson's retirement.

B.662 State-aided Schemes

Consideration was given to the desirability of undertaking further State-aided Schemes in the District and whether any future proposals should be included in the capital forecasts provided to the Environment Agency.

RESOLVED

That no proposals be formulated at the present time.

B.663 Environment Agency – Precept

Mr Hill reported that the Environment Agency had issued the precept for 2018/2019 in the sum of £1,762 (the precept for 2017/2018 being £1,736).

B.664 Association of Drainage Authorities

a) Annual Conference

Mr Hill reported that the Annual Conference of the Association of Drainage Authorities would be held in London on Thursday the 14th November 2018.

RESOLVED

That the Clerk be authorised to obtain a ticket for the Annual Conference of the Association for any Member who wishes to attend.

b) Annual Conference of the River Great Ouse Branch

Mr Hill reported on the Annual Conference of the River Great Ouse branch of the Association held in Prickwillow, Ely on Tuesday the 6th March 2018 and the fact that the administration of this branch had now been passed to the Middle Level Commissioners.

Mr Hill advised that the new members elected to the Branch's Executive Committee included the Middle Level Commissioners' Operations Engineer, Jonathan Fenn and the Chairman, Marc Heading who was appointed Vice Chairman (with Harry Raby of the Bedford Group being appointed Chairman). He added that the agreed aim of this reworked branch will be to be more pro-active and accordingly it was expected that the Executive Committee will meet periodically to discuss catchment wide issues and will then report back to the Branch at its Annual Conference on what it has achieved over the year.

c) New Model Policy Statement

Mr Hill referred to the publication of the new model Policy Statement issued in late April by ADA.

RESOLVED

That the Clerk be requested to draft a new Policy Statement for consideration by the Board at their next meeting.

d) Floodex 2019

Mr Hill reported that Floodex 2019 will be held at The Peterborough Arena on the 27th and 28th February 2019.

B.665 Middle Level Commissioners and Administered Boards Chairs Meeting

Mr Hill reported that a meeting of the Chairmen of all of the Middle Level Commissioners' administered Boards met on the 8th March 2018 to discuss the challenges facing Boards. Innes Thomson, Chief Executive of ADA, spoke on the arrangements adopted by other Boards around the country.

Matters raised included:-

- 1) Advantages, disadvantages and barriers to amalgamation.
- 2) Future meetings and the opportunity for Boards to request items be added to the agenda.
- 3) Reviewing Board membership numbers.
- 4) Frequency of Board meetings.

The Vice Chairman referred to the frequency of Board meetings, which was discussed by Members.

RESOLVED

That the Board continue to hold two meetings per year.

B.666 Requirements for a Biosecurity Policy

Mr Hill reported that, from 2018, Board's will be required to advise (through the IDB1 returns) whether they have in place a Biosecurity Policy. This is considered necessary following increased concern over the spread of alien invasive weeds from one waterbody to another, possibly through the use of contracted or shared plant which can carry elements of such plants if not properly cleaned after being moved from contaminated locations. ADA have stated that they support the principle of having a policy in place and, conscious that for most boards the policy requirements will be identical, they are producing a model document. The Board were asked to confirm that they were content to adopt a policy as long as it is suitable and will not include overly onerous steps which might restrict their activities.

The Chairman referred to issues outside of the District, in particular giant hogweed, which could find its way into the District.

RESOLVED

That the draft policy be reviewed by the Board at their next meeting.

B.667 Charging for Environmental Permits

Mr Hill reported on the consultation on charging for Environmental Permits which closed on the 26th January 2018. It is suggested within the consultation that charging should be designed to recover costs and as such there may be significant increases in the charges for obtaining Environment Agency permits for some IDB activities which require such consents. ADA have responded on behalf of the industry and their response is available on their website, www.ada.org.uk/2018/01/ada-responds-environment-agency-charge-proposals-2018.

Mr Bird reported that this was also an issue for Hansons and for organisations which carried out biodiversity projects on a voluntary basis, which he considered the new arrangements would have a negative impact upon.

B.668 Health and Safety Audits

Further to minute B.640, the Vice Chairman reported that, following an inspection carried out at the pumping station on the 16th April 2018, with a representative from Croner Consulting, himself and the Clerk to the Board, Croner Consulting had subsequently issued a report highlighting the major areas of risk and making a number of recommendations to mitigate further against these risks:-

- i. Keep access to and the surrounds of the pumping station clean and tidy.
- ii. Put relevant warning signs up at the pumping station and at the overhead power lines which run across the access roadway.
- iii. Keep the weedscreen raker in a safe area when not in use.
- iv. Replace the safety harness and lanyard.
- v. Have the metal rail used to secure the safety harness tested to ensure it complies with current regulations, and if not replace.
- vi. Fit a metal ladder to the concrete walling to the side of the weedscreen.
- vii. Provide a first aid kit at the pumping station.

The Vice Chairman advised that the Clerk had supplied him with draft risk assessments, which he would be adapting for use by the Board.

RESOLVED

That, with regards to Health and Safety, the Chairman and Vice Chairman take any actions they consider necessary to attend to the recommendations made by Croner Consulting.

B.669 Governance and Accountability for Smaller Authorities in England

Mr Hill referred to the recently issued Practitioners' guide to proper practices to be applied in the preparation of statutory Annual Accounts and Governance Statements which will apply to Annual Returns commencing on or after 1st April 2018.

B.670 Budgeting

Mr Hill referred to the budget comparison of the forecast out-turn and the actual out-turn for the financial year ending 31st March 2018.

B.671 Review of Internal Controls

- a) Members considered and expressed satisfaction with the current system of Internal Controls.
- b) The Board considered and approved the appointment of Whiting & Partners as Internal Auditor for the three period 2018/2019 to 2020/2021.
- c) The Board approved the Audit Strategy and Audit Plan.

B.672 Risk Management Assessment

- a) The Board considered and expressed satisfaction with their current Risk Management Policy.
- b) The Board considered and approved the insured value of their buildings.

B.673 Appointment of External Auditor

Further to minute B.532(b), Mr Hill referred to the decision by the Board to join the Sector Led Auditor Appointment Body for the appointment of the External Auditor and that the Smaller Authorities' Auditor Appointments (SAAA Ltd) had formed for this purpose. He reported that they had now confirmed the appointment of PKF Littlejohn to carry out the external audit of the Board for a five year period commencing with the financial year 2017/2018.

B.674 Transparency Code for Smaller Authorities

Mr Hill reported that from 2017/2018 smaller public bodies (Boards with income or expenditure less than £25,000) would not be required to undertake a formal audit but would need to have greater publication requirements in place. He advised that it would also be necessary to question the effect of "one off" payments such as development contributions taking the Board above the £25,000 limit, in a particular year.

RESOLVED

To continue with a limited assurance review as has been carried out in previous years.

B.675 Exercise of Public Rights

Mr Hill referred to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

B.676 Annual Governance Statement – 2017/2018

The Board considered and approved the Annual Governance Statement for the year ended on the 31st March 2018.

RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2018.

B.677 Payments

The Board considered and approved payments amounting to £13,396.29 which had been made during the financial year 2017/2018.

(NB) – Mr Green declared an interest in the payment made to D & M K Green & Sons.

B.678 Annual Accounts of the Board – 2017/2018

The Board considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31st March 2018 as required in the Audit Regulations.

RESOLVED

That the Chairman be authorised to sign the Annual Return, on behalf of the Board, for the financial year ending 31st March 2018.

B.679 Dates of next Meetings

The Chairman thanked Mr Bird for making the facilities at Hansons available for the Board meetings

RESOLVED

That the next Meetings of the Board be held as follows, viz:-

- i) Friday the 11th January 2019
- ii) Friday the 7th June 2019.

B.680 Water levels between Earith and St Ives

The Vice Chairman reported issues with the water levels between Earith and St Ives being higher than in previous years and that he had been contacted by a ratepayer and a landowner on the other side of the river who were both experiencing problems with saturated fields. Members considered this could only be as a result of a direct policy of the Environment Agency to retain higher water levels, but the reason, if this was the case, was unclear.

The Vice Chairman added that he had contacted the Clerk to the Board to see if he was able to provide a satisfactory answer to this issue.

From: Bird, Keith J (Loughborough) GBR [<mailto:Keith.Bird@hanson.biz>]
Sent: 10 December 2018 14:55
To: Katie Hunt
Cc: Law, Hilton J (Huntingdon) GBR
Subject: Bluntisham Internal Drainage Board

For the attention of D C Thomas, Clerk to the Board

Dear Mr Thomas

I am writing to you to tender my resignation as a Member of the Bluntisham Internal Drainage Board as I will be retiring from Hanson on 31st December 2018. I would like to recommend that Hilton Law, Unit Manager at Needingworth Quarry serves as my replacement as Hanson's representative on the Board.

I have greatly enjoyed my involvement with the Board over the years and would be pleased if you would pass on my good wishes for the future to its Members.

Kind regards

Keith

Keith Bird

Land and Mineral Resources Manager

Hanson UK
Ashby Road East
Shepshed
Leicestershire
LE12 9BU

Phone 01509 501204
Mobile 07980 872811
email keith.bird@hanson.biz

Ouse Washes

August 2018

Middle Level & South Level Barrier Bank Works

Progress

Bank works on all workfaces are progressing well and on schedule.

Middle Level Barrier Bank

Welmere Lake Sluice to Welney

We are continuing on from last year and have two workfaces in this section this season. We are now at the half way point in Welney, which has received over 250 lorries delivering 4850 tonnes of clay.

Earith and Mepal (A142)

Great News!!

The temporary bridge over the Counter Drain at Earith has been installed and approval has been granted to our sub-contractor, so clay deliveries are now using this route. We are pleased to say that no clay deliveries will use the roads in Earith.

There are two workfaces in this section, one at Mepal working towards Earith and another at Earith working towards Mepal.

Welches Dam Pumping Station works at RSPB Reserve, Manea

Top soil has been stripped and excavation is complete for the south side floodwall at the pumping station. Installation of the new floodwall has started which is expected to take four weeks.

We will be replacing the existing bridge in front of the pumping station in October.

There will be no access to the public footpath and bird hides north of Welches Dam during the works. The footpath and hides south of the works will remain open this season.

South Level Barrier Bank

Sutton Gault to Chain Corner

Works are continuing on here from last season. This section is 50% complete and received 325 lorries delivering 6500 tonnes of clay and granular material.

A road sweeper is in operation along the B1381, Chain Causeway, to ensure the highway is kept clear of debris.



Cutting a bench layer on the SLBB at Sutton Gault

During the very dry weather that we experienced during July and August, the team worked hard to keep dust to a minimum using a tractor and bowser at each workface.

Traffic management

Welmere Lake Sluice to Welney

The material is being delivered to the site access from the quarry in Mepal using the A142, A10 and A1101.

Earith to Mepal (A142)

The lorries are using the temporary access road and bridge which has been installed direct from Bridge Farm quarry to the bank to avoid using the local roads through the villages.

Sutton Gault to Chain Corner

Material deliveries will be delivered from the quarries in Earith and Mepal to the Sutton access off the B1381, using the B1050 towards Chatteris, A142 to Sutton to the B1381, Chain Causeway.

Regular vehicle monitoring is undertaken using GPS trackers which are installed in each lorry.

Our environment

Whilst we undertake the works regular ecological surveys are carried out to ensure that we do not disturb any protected species and local wildlife.

The bank works are being carried out during the summer months to avoid disturbing the overwintering and ground nesting birds on the Washes

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

Public footpath diversions

A public footpath closure has been granted for the whole length of the works. However, the footpath is only closed or diverted where works are being carried out. Diversions and closures are clearly signed.

Welmore Lake Sluice to Welney

The footpath here is diverted along Low Bank.

Welney to Railway Bridge

This remains open only as far as the railway bridge as there is no through route to Welches Dam while we are working here.

Railway Bridge to Welches Dam, RSPB Reserve

The footpath and bird hides here are closed with no alternative route available.

Welches Dam, RSPB Reserve to Mepal (A142)

The footpath and bird hides here remain open.

Mepal (A142) to Earith

The footpath here is closed with no alternative route available.

Once sections of the bank have been completed, the public footpath will remain closed until sufficient grass cover has been established. Grass is really important on the reservoir bank. As the grass grows, the roots help to stabilise the bank and reduce erosion. We use a mixture of different seeds to get a variety of different grass species. Regular inspections will be undertaken between October 2018 and May 2019 to monitor the grass growth.

Trespass and vandalism

We have been experiencing trespass and vandalism during the working day and out of hours. The security fencing and gates are being vandalised which provides access to site. Materials from site have been thrown into the watercourses resulting in our staff having the tricky task of retrieval. Plant operators have been subjected to abuse and rocks have been thrown at them and their machinery.

All construction sites are dangerous places with many hidden hazards and we are working hard to keep our security fencing secure and will do all we can to protect the community. We urge that you speak with your youngsters to explain the dangers that they are putting themselves and our operatives in.



Improving the image of construction

The Considerate Constructors Scheme was set up to improve the image of the construction industry.



The scheme aims to encourage best practice beyond statutory requirements and show the industry to be considerate. Our site has signed-up to the scheme again this year and our visit from the scheme monitor has been arranged for mid-August. We will bring you the results in our next issue.

Site reference: 110850 / Freephone: 0800 783 1423

The Ouse Washes rock hunt

We have hidden 20 rocks throughout Earith and Welney for you to find. Each rock has been painted and a number is on the reverse, remember the number and re-hide the rock for the next person to find. To find out more about your rock and the Ouse Washes reservoir come along to the drop-in surgeries that we are holding in Earith and Welney. A prize for every rock found. Here's an example of what to look out for.



How to find out more

The weekly surgeries that we have been holding for you to come and speak with our Public Liaison Officer, Monica have been very popular. These will continue until 31 October 2018.

Surgeries – when and where?

These are held between 10.00am and 12.00pm

- Wednesdays in Earith at Rectors Hall.
- Thursdays at the RSPB reserve, Manea.
- Fridays in Welney at the project site office.

Notice boards are located on the bank near Earith Sluice, in the Anchor Inn car park at Sutton Gault, at Welches Dam on the RSPB Reserve and near the old parish hall at Welney.

Our Public Liaison Officer

If you have any questions or comments about the project, please contact Monica Stonham:

Telephone: 07534 457348

Email: OusewashesProjectEA@gmail.com

Working in partnership

The project is being carried out by JacksonHyder on behalf of the Environment Agency with support:



middle level
commissioners



Cambridgeshire
County Council



giving
nature
a home

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

www.aov.uk/environment-agency

October 2018

Ouse Washes

Middle Level & South Level Barrier Bank Works

Progress

Good news all round!

Bank works on all workfaces are progressing well and this season's work will be completed on time.

September was not as dry as July and August although it was windy, so the team continued using a tractor and bowser at each workface to keep dust to a minimum.

We have again discussed the possibility of an extension to the working window for this season with Natural England and our environmental stakeholders and, subject to continued favourable weather conditions, this has been agreed in principle. The extension will allow us to work into November enabling completion of works at Welches Dam and also the reinstatement of the haul road and surrounding areas.

The bank works will finish for the winter to avoid disturbing the over wintering birds on the Washes.

Middle Level Barrier Bank

Welmore Lake Sluice to Welney

We have made good progress and the bank raising here will be completed by the end of October. The site office and compound will be removed and the area reinstated by mid-November.

The public footpath along this section of bank will remain diverted along Low Bank and re-open in summer 2019 once good grass coverage has been established on the bank.

Welney to Mepal (A142)

Works are being carried out in this section to survey the bank and widen the haul road ready for next season's work.

It is open only as far as the railway bridge as there is no through route to Welches Dam while we are working here. This route will reopen through to Welches Dam at the end of November 2018 for the winter months.

Earith to Mepal (A142)

There are two workfaces in this section, one at Mepal working towards Earith which will be completed in October and one at Earith working towards Mepal which will be completed in November.

The footpath here is closed and will reopen in summer 2019 once good grass coverage has been established on the bank.

Welches Dam Pumping Station works at RSPB Reserve, Manea

The building of a new floodwall has finished for this season and preparation work for next season has begun. The existing bridge in front of the pumping station will be replaced during November.

There will be no access to the public footpath and the bird hides north of Welches Dam until December. The footpath and hides south of the works towards Mepal remain open.

South Level Barrier Bank

Sutton Gault to Chain Corner

Bank raising works here are now complete and final inspections are taking place. Reinstatement of the farmer's field is now in progress.

Public footpath

The public footpath closure will remain in place for the duration of the works. However, the footpath is only closed or diverted where works have been carried out to allow the grass to establish. Diversions and closures are signposted.

Regular inspections will be undertaken between October 2018 and May 2019 to monitor the grass growth.

The grass is really important on the reservoir bank. As the grass grows, the roots help to stabilise the bank and reduce erosion. We use a mixture of different seeds to get a variety of different grass species.

customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

Our environment

Whilst we undertake the works, regular ecological surveys are carried out to ensure that we do not disturb local wildlife and any protected species.

A local resident and wildlife enthusiast has alerted us to the presence of a Common Lizard colony.



Common Lizards are one of only six species native to the UK, and due to the declining population, they are protected under the Wildlife

Photographed by Robert Partridge

and Countryside Act, 1981. Our ecology team will investigate the presence of the reptiles and take precautions to protect them before work in the area is undertaken.

Before leaving the area, we will re-create habitats as close as possible to those currently on site (e.g. log piles and rubble piles) allowing the reptiles to re-colonise naturally.

Trespass and vandalism

We would like to thank the local community who have been instrumental in helping us with this. We haven't experienced as much trespass and vandalism since we highlighted the issue in August.

All construction sites are dangerous places with many hidden hazards and we are working hard to keep our security fencing secure and will do all we can to protect you. Please could you speak with your youngsters to explain the dangers that they are putting themselves and our operatives in.



The Ouse Washes rock hunt

The rock hunt has been very popular and we have enjoyed welcoming everyone to our surgeries. We have been hiding more rocks during October. Each rock has been painted and a number is on the reverse, remember the number and re-hide the rock for the next person to find. To find out more about your rock and the Ouse Washes reservoir, come along to the drop-in surgeries that we are holding in Earith and Welney. A prize for every rock found.



middle level
commissioners



Improving the image of construction

The Considerate Constructors Scheme was set up to improve



the image of the construction industry. The scheme aims to encourage best practice beyond statutory requirements and show the industry to be considerate. The scheme's monitor visited our site in August and was very impressed with the standard we are working to. Jackson's have achieved the 'Beyond Compliance' award which is awarded to sites that are going above and beyond to be a considerate constructor.

Site reference: 110850 / Freephone: 0800 783 1423

How to find out more

The weekly surgeries that we have been holding for you to come and speak with our Public Liaison Officer, Monica, have been very popular.

Surgeries – when and where?

Our last surgery will be held in Earith on:

**Wednesday 31st October at Rectors Hall
10.00am and 12.00pm**

Notice boards are located on the bank near Earith Sluice, in the Anchor Inn car park at Sutton Gault, at Welches Dam on the RSPB Reserve and near the old parish hall at Welney.

Public drop-in events

We would like to invite you to attend our drop-in feedback sessions where we will display the progress to date and the plan of work for next season.

The events will be held at:

Earith	Welney
Rectors Hall	The Lamb & Flag
5 December 2017	6 December 2017
4.30pm – 7.30pm	3.30pm – 6.30pm

Our Public Liaison Officer

If you have any questions or comments about the project, please contact Monica Stonham:

Telephone: 07534 457348

Email: OusewashesProjectEA@gmail.com

Working in partnership

The project is being carried out by JacksonHyder on behalf of the Environment Agency with support:



customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

www.gov.uk/environment-agency

BLUNTISHAM INTERNAL DRAINAGE BOARD

POLICY STATEMENT ON WATER LEVEL AND FLOOD RISK MANAGEMENT

JANUARY 2019

BLUNTISHAM INTERNAL DRAINAGE BOARD

POLICY STATEMENT ON WATER LEVEL AND FLOOD RISK MANAGEMENT

1. Introduction

Purpose

- 1.1 This policy statement has been prepared by the Bluntisham Internal Drainage Board (the Board) to provide a public statement of the Board's approach to its management of water levels and flood risk within the Bluntisham Internal Drainage District (the District). The Board is constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a flood risk and coastal erosion 'Risk Management Authority' (RMA) under the Flood & Water Management Act 2010.
- 1.2 The Board serves the local community by managing water levels in ordinary watercourses and other water infrastructures within the District to mitigate against the risks from flooding and drought. In delivering its functions the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment. The Board recognises its responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body the Board is committed to the pursuit of economy, efficiency and effectiveness.
- 1.3 It should be noted that although this document refers to 'flood and coastal erosion risk management' (FCERM) the District is not affected by coastal erosion or tidal flooding.

Background

- 1.4 The Department of the Environment, Food and Rural Affairs (Defra) has policy responsibility for flood and coastal erosion risk management in England. The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. Lead Local Flood Authorities (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas. Delivery is the responsibility of a number of flood risk and

coastal erosion "Risk Management Authorities" (RMA), which includes the Bluntisham Internal Drainage Board.

- 1.5 This Policy Statement sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the *National flood and coastal erosion risk management strategy for England 2011* (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summaries what plans the Board has in place to manage water levels and reduce flood risk, whilst protecting and enhancing the environment, and ensuring good governance and local accountability. Copies of this Policy Statement are available from the Board's office at Middle Level Offices, March Cambridgeshire, PE15 0AH. Digital copies can be downloaded from the Board's website.

2. Governance and local accountability

- 2.1 The Board will ensure that its policies and procedures enable effective representation of and accountability to drainage rate payers and the occupiers of non-agricultural land within the District, including triennial elections in line with the requirements of the Land Drainage Act 1991, and timely engagement with charging authorities to fill vacancies in seats allocated to appointed members.
- 2.2 Board members must take decisions objectively in their best interests and uphold the ethical standards expected of public officeholders. Board members must adhere to the Board's Code of Conduct, including the seven principles of public life (Nolan Principles). The Board will make sure that there is suitable training in place for board members and staff, including on financial and environmental matters as appropriate.
- 2.3 Board members must declare financial and other interests relevant to their function with the Board. Board members will recuse themselves as appropriate where conflicts of interest may occur in relation to procurement, contract management and decision making.

3. Delivery the National Strategy's policy aim and objectives

Aim

- 3.1 The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public sector

organisations will work together to manage the risk to people and their property; facilitate decision-making and action at the appropriate level; and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

Objectives

3.2 The Strategy sets out five objectives in pursuance of the overall aim as follows:

- understand the risks of flooding and coastal erosion, working together to put in place long term sustainable plans to manage these risks and making sure that other plans take account of them;
- avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
- build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;
- increase public awareness of the risk that remains and engaging with people at risk to encourage them to take action to manage the risks that they face and to make their property more resilient; and
- improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.

3.3 The Board supports the national aim and objectives for the management of flood risk and water levels and the Board's policy and approach will be consistent with them.

4. **Flood risk and water level management in the Board's District**

4.1 The District has been determined to derive benefit, or avoid danger, as a result of drainage operations. As such the whole of the District is at some risk from flooding, but that risk is managed wherever it is practically, environmentally and financially viable¹.

¹ It should be noted that the Land Drainage Act 1991 provides the Board with statutory powers to carry out works of maintenance and improvement for land drainage and flood defence purposes, rather than imposing a duty on the Board to carry out such works.

4.2 The Board makes decisions regarding flood risk within the District taking into account the following:

- assets in place considering design standard and life;
- Environment Agency and Lead Local Flood Authority flood risk strategies, plans and maps; and
- other information such as the history of flooding and land use impacts.

4.3 The following outlines the key details of the District:

- Total area of the drainage district: 416 ha
- Catchment area draining to and including the District: 520 ha
- Area of Agricultural Land: 236 ha
- Area of other (non-agricultural) land: 180 ha

[List above can include summary of other land: e.g. residential and commercial property, amenity land, major road and rail infrastructure, other highways, area of designated environmental sites etc]

4.4 Assets for which the Board have operational responsibility:

- Water Level Control Structures: 2 No
- Watercourses (maintained): 45 km
- Raised embankments: 0 km
- Reservoirs 0 ha
- Sustainable drainage systems (SuDS) 0 No
- Pumping Stations: 1 No

4.5 Assets within or adjacent to the District that are maintained by the Environment Agency:

- Main Rivers: 4.8 km
- Raised embankments/flood walls 3.7 km
- Pumping Stations: 0 No

5. **Building, maintaining and improving flood and coastal erosion risk management systems**
- 5.1 Through the operation, maintenance and improvement of watercourses and other water control assets within the District, the Board seeks to achieve a general standard of water level management that enables the drainage and irrigation of agricultural land, reduces flood risk to developed areas, and sustains environmental features throughout the District.
- 5.2 The Board monitors and review the condition of its watercourses and other assets, particularly those designated as critical, over-spilling from which could affect people and property. Consistent with the resultant needs established, a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards required. The programme is reviewed periodically by the Board to ensure it is delivering the appropriate condition.
- 5.3 Where standards are not at the desired level, improvement works will be sought where they are considered to be practical and financially viable by the Board. Where improvement works meet the criteria set by Defra, financial support will be sought from the Government's Flood and Coastal Resilience Partnership Funding. Where appropriate works will be undertaken in partnership with other Risk Management Authorities and take opportunities to work with natural processes.
- 5.4 Work for and by the Board will be carried out in accordance with best practice and to deliver best value for money taking due regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency and other organisations.
- 5.5 The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board are not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate what they consider to be the most important watercourses in the District as "District Drains" and prioritise their resources to the appropriate maintenance and, where necessary, improvement of such channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.

- 5.6 Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.
- 5.7 The Board has a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in their District and will, under this duty where appropriate advise others regarding the undertaking of works when it is not appropriate for the Board to exercise its own powers.
- 5.8 The Board will also seek to ensure, where possible, that assets managed by other risk Management Authorities, which also reduce flood risk to the District, are maintained at a satisfactory standard and may enter into a Public Sector Co-operation Agreement with another Risk Management Authority to achieve better value for money when carrying out work to reduce flood risk.

6. Regulation of activities – Avoiding inappropriate development and land management

- 6.1 The Board will take appropriate steps to help riparian owners understand their responsibilities for maintenance, byelaw compliance and environmental regulations.
- 6.2 The Board will regulate as necessary, using available legislative powers and byelaws, the activity of others to ensure their actions within, alongside, and otherwise impacting its drainage system do not increase flood risk, prevent the efficient working of drainage systems, or adversely impact the environment.
- 6.3 The potential impact on flood risk from future development both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development and, individual (planning) applications, to prevent inappropriate development and land use to ensure that flood risk is not increased. This will include, where appropriate, providing pre-application advice and checking of flood risk assessments.
- 6.4 Where appropriate the Board will seek contributions from developers to cover the cost of both immediate and longer term works necessary to mitigate against any resultant increase

in flood risk. Such contributions will be recorded in accordance with the National Planning Policy Framework and associated technical guidance.

- 6.5 The Board will where appropriate designate structures or features affecting flood risk using section 30 of the Flood and Water Management Act 2010.

7 Communication and transparency

- 7.1 The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and flood risk as well as the steps the local community and land managers can take to assist in its management.

- 7.2 The Board will be open and transparent in its actions and decisions. The Board will comply with the requirements set out in the relevant Local Government transparency code.

- 7.3 The Board will provide an overview of the objectives and costs of its water level management operations by publishing on its website:-

- A record of the watercourses it periodically maintains;
- A statement of the types of general maintenance activities it routinely undertakes and why;
- Its Annual Report to Defra (IDB1 Form); and
- Approved Board minutes and papers.

- 7.4 The Board will seek views and respond to enquiries from the local general public in this regard and work with local partners to build a culture within which watercourses are seen as vital to managing flood risk, and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.

- 7.5 The Board invites any comments regarding the condition of its system, which could assist with the management of water levels.

8. Working together

- 8.1 The Board will co-operate and share information with other relevant authorities in the exercise of their flood and coastal erosion flood risk management functions. The Board will contribute to strategies, plans and consultations relevant to its catchment and functions.
- 8.2 The Board will assist the Environment Agency wherever possible in its provision of adequate and cost effective flood warning systems, and assist Risk Management Authorities where necessary during flood emergencies. The Board will participate as necessary in exercises to develop and test emergency response procedures.
- 8.3 The Board has provided the Environment Agency and other local Risk Management Authorities with information on the major flood defence assets for which the Board is responsible. The information is available from the Environment Agency.
- 8.4 The Board will seek to work with all relevant local organisations, in carrying out its flood and coastal erosion risk management functions and environmental obligations.

9. Environmental Measures

- 9.1 The Board has nature conservation duties under the Land Drainage Act 1991, the Wildlife and Countryside Act 1981, the Protection of Badgers Act 1992, the Countryside and Rights of Way Act 2000, the Water Environment (Water Framework Directive) (England and Wales) Regulations 2003, the Eels (England and Wales) Regulations 2009, the Flood and Water Management Act 2010, the Natural Environment and Rural Communities Act 2006, Salmon and Freshwater Fisheries Act 1975, and as a competent authority under the Conservation of Habitats and Species Regulations 2010. The Board will fulfil these in a positive way.
- 9.2 Much of the Board's watercourse maintenance work constitutes vegetation control and de-silting and is often a vital and routine requirement. Whilst inevitably some short or long term impacts may arise, this management is often essential to maintain the distinct assemblage of aquatic habitat and species present in the District. Such work will be carried out in a way that manages the potential risks to the environment. The Board has access to environmental expertise from their Conservation Officer and have a Biodiversity Action

Plan, developed according to ADA and Natural England guidelines, which indicates the way in which their functions can be carried out in a way appropriate to the environment and how the environment can be enhanced. The Board maintain only a small proportion of the total watercourse length in the District, the significant majority being the responsibility of the adjoining land owners or of other bodies.

9.3 When carrying out work, be it maintenance or improvement, and consistent with the need to maintain satisfactory flood protection standards, the Board will aim to:-

- Avoid any unnecessary or long term damage to agricultural interests and to natural habitats and species;
- Carry out the monitoring of any gains and losses of biodiversity and report annually to the Environment Agency; and
- Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.

9.4 The District encompasses no sites of biological or geological interest.

9.5 The Board has no Water Level Management Plan(s).

9.6 The Board will play its full role in sustaining the Water Level Management Plans prepared for SSSIs to maintain, or bring sites into, favourable condition, in conjunction with Natural England and other interested parties and review the plans in accordance with guidance.

10. Approval and Review of this Policy Statement

10.1 This protocol was adopted by the Bluntisham Internal Drainage Board.

10.2 The Bluntisham IDB will review and update this Policy Statement as and when changes to policies are made and notwithstanding within a period not extending beyond five years.

BLUNTISHAM INTERNAL DRAINAGE BOARD

BIOSECURITY POLICY/PROCEDURES

JANUARY 2019

BLUNTISHAM INTERNAL DRAINAGE BOARD

BIOSECURITY POLICY

PURPOSE

This document sets out the Biosecurity Policy of Bluntisham Internal Drainage Board (the "Board"). It covers activities undertaken by the IDB on a daily basis to reduce the spread and damage from invasive non-native species.

It is intended that the Board's staff and contractors will follow procedures commensurate with this Policy.

POLICY STATEMENT

Invasive non-native species are widespread nationally and if left uncontrolled present a threat to our aquatic and riparian systems. It is imperative that our field operations to manage flood risk and water levels do not exacerbate the risks to the environment and economy that are posed by these species. Failure to minimise the spread of invasive non-native species, when visiting a site where an invasive non-native species is known to be present, can risk prosecution under the Wildlife & Countryside Act 1981.

Vigilance is required if we are to stop the spread of invasive non-native species, and it is imperative that we integrate basic biosecurity in our operations to prevent this spread. Much to do with biosecurity involves awareness, common sense and agreed procedures.

RESPONSIBILITIES

The Board is responsible for reviewing and approving the content and implementation of this Policy.

The Board will ensure any new contracts let will include reference to the Policy where a risk is considered to exist arising from the works involved.

All Board Members, staff and contractors are required to comply with the Policy's requirements and share responsibility for performance in implementing the Policy in regard to the health, safety and welfare of the environment.

IMPLEMENTATION

This Policy is implemented through supporting guidance documentation covering biosecurity procedures.

Where biosecurity risks have been identified operational Staff will be provided with training and information on identification of invasive non-native species likely to be found within the Drainage District.

All operational machinery, tools and personal protection equipment (PPE) identified as at risk of cross-contamination will be subject to 'check, clean, dry' decontamination procedures before moving between operations on watercourses and sites.

All Operational Staff will report sightings of invasive non-native species to Jonathon Fenn the Middle Level Commissioners Operations Engineer, or the GB Non-Native Species Secretariat directly.

BIOSECURITY PROCEDURES

PURPOSE

These procedures aim to help Board members, staff, and operators working for the IDB to identify key biosecurity risks pertinent to the internal drainage district and the Board's activities, and identify measures to address these risks.

Accidentally spread invasive non-native species may be harmful to the environment and potentially damaging the reputation of the Board, compromising its ability to operate, or work with partners. Operators visiting a site where an invasive non-native species is known to be present, should take measures to ensure they do not spread it. Failure to do so can risk prosecution under the Wildlife & Countryside Act 1981.

OBJECTIVES

- Increase awareness around invasive non-native species via training.
- Identify, and keep a record of, known areas where invasive non-native species are an issue.
- Ensure effective cleaning of equipment, machinery, and clothes.
- Ensure operators take care to avoid transporting water and material between water bodies where a risk has been identified.
- Ensure ongoing monitoring of invasive non-native species when undertaking operations.
- Remain vigilant when undertaking operations to identify any further areas where invasive non-native species exist.

RESPONSIBILITIES

Awareness

Jonathon Fenn, Operations Engineer for the Middle Level Commissioners will have an oversight role for biosecurity for the Boards administered by them, and the Middle Level Commissioners will disseminate information and report on these matters.

The Board's staff will be encouraged by the Board to seek information on invasive non-native species and biosecurity practices. The Environment Agency and Non-native Species Secretariat have relevant useful information.

If a risk is identified then the operator concerned or contractor should be made aware of the priority invasive non-native species, with specific attention to aquatic and riparian species of concern and those known to be present in the surrounding area. Training for staff and operatives shall be provided as appropriate, and information will be disseminated through toolbox talks, workshops, leaflets, emails etc. Contractors should be asked to confirm that they have similar arrangements in place.

Signage, species, alerts/information sheets, or guidance should be in place, making operators aware of the risks, and providing advice on how to prevent spread.

Monitoring

Operators should be vigilant in the field for invasive non-native species and have an appropriate mechanism for recording and reporting sightings of suspected species, location, and relevant details.

New sightings should be reported to Jonathon Fenn, Operations Engineer for the Middle Level Commissioners and other authorities and/or land managers as appropriate. The PlantTracker app (www.planttracker.org.uk/), available free for Apple and Android devices, shows you how to identify invasive non-native plant species and enables you to easily submit geo-located photos whenever you find one.

Planning works

Biosecurity should be taken into consideration alongside other factors, such as health and safety, when planning operations and standard working procedures.

The risk of spreading invasive non-native species can be reduced by reducing the contact time in which equipment is exposed to the water. This is particularly important for items such as trailers, which have cavities that may retain water and be hard to inspect.

Propagules are small bits of plant that become detached and give rise to a new plant. Working practices that either reduce, or contain and remove, propagules should be encouraged where practicable, especially in regards to mechanical vegetation control.

Cleaning

Remember: Check, Clean, Dry – www.nonnativespecies.org/checkcleandry/

Decontamination is an essential process to be carried out prior to leaving a site where invasive species are present. This ensures that any foreign matter remains on the land/watercourse of origin, rather than taking it to another location.

Where it is not possible to conduct the decontamination prior to leaving the land/watercourse where the work was conducted (e.g. steam cleaning larger equipment), the operation should be carried out immediately afterwards at the depot or another secure site before the next operation.

Where a cross contamination risk has been identified any field team moving from a contaminated site should carry a 'disinfection box'. This should contain an appropriate commercial disinfectant, a spray bottle, cloths or sponges, a scrubbing brush and protective gloves.

On completion of a field operation, for situations where cross contamination is identified as a risk, the following principles apply:

1. Visually inspect all tools, equipment and machinery that has come into contact with the water for evidence of attached plant or animal material, or adherent mud or debris.
2. Remove any attached or adherent material before leaving the site of operation.
3. Washing/hosing with water will be sufficient to remove debris from most tools, equipment and machinery. Use hot water where possible.

4. Ensure that all water is drained from any water retaining compartments, outboard motors, tanks and other equipment before transportation elsewhere.
5. A high pressure washer or steam cleaner may be essential for more difficult stains or soil, paying particular attention to the tyres, tracks and undercarriage of vehicles and buckets, hulls, outboard motors and submerged parts of machinery. High-pressure steam cleaning, with water >40°C, is recommended for larger equipment, excavators, boats, trailers, and outboard motors that are being moved from one watercourse to another.
6. Clothing and PPE should be visually inspected and any attached vegetation or debris removed. Soiled clothing and PPE should be removed for laundering and boots scrubbed clean; hands and other body parts may also need cleaning.
7. Finally, decontamination by spraying on a commercial disinfectant at the recommended strength to the cleaned boots, tools, equipment or machinery will ensure that any remaining disease agents or pests are destroyed.

Every effort should be made to ensure that the decontamination process is a public exercise and where appropriate tactfully brought to the attention of the land owner or manager at the appropriate time. It is not just a question of doing the right thing but also being seen to be doing it. In this way, public confidence will be maintained in flood and water level management operations.

APPROVAL

This Policy/Procedures were approved by the Bluntisham Internal Drainage Board and will be reviewed, at a minimum, every five years.

Bluntisham I.D.B.

Consulting Engineers Report – December 2018

Pumping Station

Only routine maintenance has been carried out. The pumping plant is mechanically and electrically in a satisfactory condition.

Pumping Hours

Total Hours Run Nov 17 - Nov 18 = 860 (approximately)

Total Hours Run Nov 16 - Nov 17 = 549

Total Hours Run Nov 15 – Nov 16 = 560 (approximately)

Total Hours Run Nov 14 – Nov 15 = 520

Total Hours Run Nov 13 – Nov 14 = 932

Planning Applications

The following 4 applications have been received and dealt with since the last meeting:

<i>MLC Ref.</i>	<i>Council Ref.</i>	<i>Applicant</i>	<i>Type of Development</i>	<i>Location</i>
015	H/17/02627/HHFUL	Mr M Rix	Residence (Annexe)	Ashton Close, Needingworth
016	H/18/00692/FUL	Mr J Gray	Residence	Overcote Lane, Needingworth
017	H/18/01240/S106	Luminus Homes	Residential (14 plots)	Bluntisham Road, Needingworth
018	H/18/00980/FUL	Mr R Harris	Gypsy/traveller site (Retrospective)	Green Acre, off Needingworth Road, Bluntisham*

A development that proposes direct discharge of either surface water and/or treated water effluent to the Board's system is indicated with an asterisk. From the information provided it is understood that all the other developments propose to discharge surface water disposal to soakaways/infiltration systems and/or sustainable drainage systems. It is likely that treated effluent emanating from these sites will be via Needingworth Water Recycling Centre (WRC). The applicants have been notified of the Board's requirements.

Proposed development to the north of Fairview and west of Enterprise Farm - (Bluntisham Farm), off Bluntisham Road, Needingworth - Client of RSK Land & Development Engineering Ltd (MLC Ref No 011) & Gladman Developments (MLC Ref No 013)

According to the District Council's Public Access web page, a decision on this site still remains pending.

Residential development on land adjacent to Fair View, Bluntisham Road, Needingworth - Luminus Homes (MLC Ref Nos 012 & 017)

Planning permission for fourteen dwellings was granted by the District Council subject to the imposition of planning conditions in February.

A further planning application (MLC Ref No 017) was made to correct a clerical error.

The Officer's report concludes that:

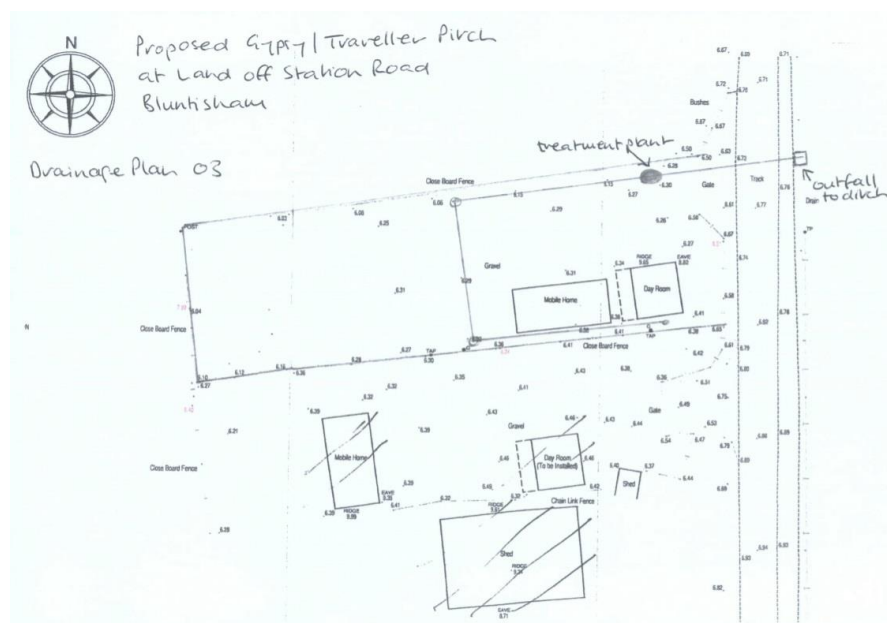
"The proposed amendment has been carefully considered having regard to the 'useful planning purpose'. It is concluded that as the only amendment relates to the substitution of the completion date of the S106 Agreement and no amendments are proposed to the obligations within the S106 Agreement, the modification is acceptable and supported."

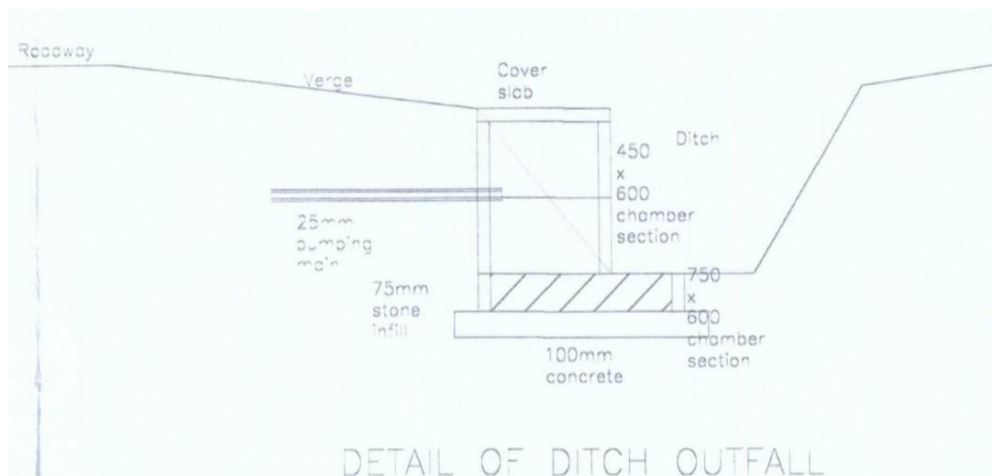
Change of use of agricultural land to one gypsy/traveller pitch including two dayrooms (retrospective) at land north of Green Acre, Needingworth Road, Bluntisham – Mr R Harris (MLC Ref No 018)

A retrospective planning application for the regularisation of the above development was submitted to the District Council in May.

The buildings are in-situ and the applicant has occupied the site for three years.

According to the submitted documents, extracts from which follow, the foul water disposal is to the private open watercourse on the eastern side of the Drove via a package treatment plant.





Cross section through the outfall

Development Contributions

Contributions received in respect of discharge consent will be reported under the Agenda Item – ‘Contributions from Developers.’

Huntingdonshire District Council (HDC) Local Plan to 2036

Further to the last meeting, no additional consultation documents in respect of on-going matters have been received.

Cambridgeshire Flood Risk Management Partnership (CFRMP)

The Commissioners’ Planning Engineer has represented both the Middle Level Commissioners and their associated Boards since the last Board meeting. The main matters that may be of interest to the Board are as follows:

The Future Fenland Project

The next meeting is to be held in February when a consultant for this project, which involves the Anglian Fens including Lincolnshire, will be appointed. The Commissioners’ Chief Engineer sits on the stakeholder group.

Flood risk activities: environmental permits (formerly flood defence consents)

The Environment Agency’s (EA) new Environmental Permitting Charging Scheme can be found at: <https://www.gov.uk/government/publications/environmental-permitting-charging-scheme>. Early engagement with the EA is recommended as a slight redesign of the proposal may reduce the fees required.

Riparian Responsibilities

There has been discussion about issues concerning land owner’s responsibilities on riparian “private” watercourses and the amount of time and resources that are taken up by various RMAs, including the Board, in dealing with riparian issues.

It was suggested that a recommendation be made to the RFCC. The options being considered are to do nothing; seek Government Support; or undertake an awareness campaign in the Public Domain with The Law Society, Local Government members etc. It is accepted by the partner members that some initial investment in time and resources may be required to progress these items further.

Discussions included the “Owning a watercourse” webpage which replaced the Living on the Edge booklet which is considered to be a backward step as the information that can be presented on the .gov.uk website is very limited.

The webpage can be found at <https://www.gov.uk/guidance/owning-a-watercourse>.

Hedge and Ditch Rule

Following a problem in the area covered by the Ely Group of IDBs this “common law” ruling that is mainly used to determine boundaries disputes and the requirements of the Land Drainage Act, notably Section 25, is currently being discussed with various parties including the former Commissioners’ and Boards’ Clerk, Iain Smith.

The latest ruling dates to 2015 and can be downloaded from the Mills and Reeve website, which can be found at <https://www.mills-reeve.com/boundaries-and-the-hedge-and-ditch-rule-12-07-2015/>

Bank Instability - Environment Agency (EA)/IDB approach

The EA and IDBs advised on their respective position in respect of reinstating channels that have failed. These are largely the same but due to cost constraints the EA now only stabilises channels where there are raised embankments.

For Award Drains the wording of the Award needs to be considered. Some refer to the landowner and not the Authority concerned.

IDB & LLFA Planning Process

An update was given on the LLFA’s discussions with North Level and District IDB, the Ely Group and the Middle Level Commissioners in order to attain a collective approach where possible.

However, it was explained that all three authorities have different approaches to some items and that any discussions with the planning authorities and agents may be iterative.

The recent inaugural LLFA/AWSL/MLC Liaison meeting was briefly discussed. The EA expressed an interest in joining this group.

Emerging Planning & Response

A draft flooding newspaper article and a flood call questions template, for completion by reception staff when receiving a flooding related call, is currently being prepared by a member of the Flood & Water team.

Skills & Apprenticeships

The Government is promoting the use of Apprenticeships and it is noted that many authorities are using these in preference to other forms of training.

It is understood that the EA, together with other partners, is developing a new Apprenticeship Standard for Water Environment Workers in England. This aims to support the training and development of workers who carry out operational activities in organisations where there is a responsibility to manage the impact of water environments, natural or manmade, on the land and surrounding businesses and homes. The water environment includes rivers, coasts (the sea), lakes, wetlands, canals and reservoirs.

IDB Good Governance Guide/East Ridings of Yorkshire Council Guide

Matters raised by the East Ridings of Yorkshire Council, who had governance concerns over IDBs within its area of jurisdiction, were briefly discussed.

It is understood that correspondence was copied to all LLFAs and that Cllr Steve Count (Leader of Cambridgeshire County Council) provided a response which advised that the County Council had good partnerships with IDBs in the County.

County Council Public Sector Services

In addition to undertaking its role the group was advised that the Flood & Water Team may be extending its service to another County Council.

Flood Risk Management Trainees

As part of closer partnership working, training has been given to junior members of Cambridgeshire County Council and Peterborough City Council staff and an undergraduate studying for a FRM degree under the EA foundation scheme. The main purpose of the training was to give the candidates a better and broader understanding of water level and flood risk management and also how the Commissioners and IDBs operate.

Feedback from both the candidates and internally has been positive and it is hoped that this opportunity can be offered again when the occasion arises.

Consulting Engineer

Bluntisham Internal Drainage Board

Capital Improvement Programme (2019/2020)

		PREVIOUS YEARS	2019/2020	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	FUTURE YEARS	ALL YEARS
		Pre Yr 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Post Year 10	Total Expenditure
Barley Croft p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station pumping and control equipment replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station automatic weedscreen cleaning equipmet	0	0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0	5.0
	Refurbishment of inlets/outfalls	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Drainage Channels														
		0	0	0	50	0	0	0	5	0	0	0	0	55

Bluntisham Internal Drainage Board

Notice of conclusion of the audit

Annual Governance & Accountability Return for the year ended 31st March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015 /234)

- 1 The Audit of accounts for the Bluntisham Internal Drainage Board for the year ended 31st March 2018 has been concluded and the accounts published.
- 2 The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Bluntisham Internal Drainage Board on application to:

The Clerk
Bluntisham Internal Drainage Board
85 Whittlesey Road
March
Cambridgeshire
PE15 0AH

between the hours of 9.00am and 4.00pm on Mondays to Fridays (excluding public holidays), when any local elector may make copies of the Annual Return.

- 3 Copies will be provided to any local elector on payment of £2.40 for each copy of the Annual Return

Announcement made by: D C Thomas - Clerk to the Board

Date of Announcement: 12th September 2018

Annual Internal Audit Report 2017/18

BLUNTISHAM INTERNAL DRAINAGE BOARD

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

21/06/18

WHITING & PARTNERS AUDITOR

Signature of person who carried out the internal audit

M. Haydon
Whiting & Partners

Date

21/06/2018

→ ** SEE ATTACHED SHEET FOR ITEMS NOT DIRECTLY COVERED THIS YEAR.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Bluntisham Internal Drainage Board

Year Ended 31st March 2018

Supplementary Schedule – Regarding “Not Covered” in Year per Annual Return

Internal Control Objective Section	Date of most recent summary audit work carried out on this area	Date of most recent detailed audit work carried out on this area	Date when next planned detailed audit work will commence
A	Year ended 31/03/2018		
B	Year ended 31/03/2018	Year ended 31/03/2016	Year ending 31/03/2019
C	Year ended 31/03/2018		
D	Year ended 31/03/2018	Year ended 31/03/2017	Year ending 31/03/2020
E	Year ended 31/03/2018	Year ended 31/03/2017	Year ending 31/03/2020
F	Year ended 31/03/2018	N/A – no petty cash	N/A – no petty cash
G	Year ended 31/03/2018		
H	Year ended 31/03/2018	Year ended 31/03/2017	Year ending 31/03/2020
I	Year ended 31/03/2018		
J	Year ended 31/03/2018		

Our internal review work for the year ended 31st March 2018 is based on a combination of annual whole system review, annual analytical review and other works; this is in addition to the more detailed sampling methodology outlined above, carried out on a planned cyclical basis as modified if appropriate in light of the current year assessment.

Conclusion

From our work carried out, the internal control objectives listed above are satisfactory for the year ended 31/03/2018.

Name of person who carried out the internal audit

M Haydon – Whiting & Partners

Signature of person who carried out the internal audit

Date

Whiting & Partners



PARTNERS

Philip M Peters FCA
Mark N Haydon CA
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J James Harrison FCA

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Paul M Jefferson ACA

PRACTICE MANAGER

Janet Frostick

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Bury St Edmunds Ely Godmanchester King's Lynn March Mildenhall Peterborough Ramsey St Ives St Neots Wisbech

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

BLUNTISHAM INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

MINUTE B:676-ICE

Chairman

SIGNATURE REQUIRED

dated

08/06/2018

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

BLUNTISHAM INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	55,539	60,300	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	17,628	17,839	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,711	2,230	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	16,578	19,340	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	60,300	61,029	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	71,128	77,456	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	470,000	470,000	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

15th MAY 2018

I confirm that these Accounting Statements were approved by this authority on this date:

08/06/2018

and recorded as minute reference:

MINUTE R 6.678 ICE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Bluntisham Internal Drainage Board DB0011**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

- The annual internal audit report focuses on ten internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on the following internal control objectives: B, D, E and H. The annual internal audit report will inform the authority's response to assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

09/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

MNH/BB/SAB/MM053

27 July 2018

Messrs. D Thomas and R Hill
Middle Level Offices
85 Whittlesey Road
March
Cambs.
PE15 0AH

Dear Messrs. D Thomas, R. Hill and S Ablett,

Internal Drainage Boards - Internal Audit 2017-2018

Having completed the internal audit for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2018, we are pleased to provide you with the following recommendations to be considered for implementation. We have included some general points and some points which are related to specific boards.

General Points

1. Surplus Balances

In the prior year we were pleased to note that you had taken on our earlier recommendation to place surplus balances in interest yielding accounts. However, these were short term deposits and it does not appear that in this audit year these have been reinvested. This has resulted in a noticeable drop off in interest income for the number of IDB's this year.

Due to a number of the IDB's holding significant cash reserves we would recommend these surplus balances are reinvested in order to achieve a greater return on public funds.

Comment:

Investment opportunities are kept under review, but during the period, interest rates again reduced, which led to further restrictions in relation to investments. During this period, the minimum balance to invest with approved bodies increased to £1m, which was beyond the ability to access for individual boards.

Cont....



PARTNERS

Philip M Peters FCA
Mark N Haydon CA
James D Catter FCA
Paul N Tatum FCA
J James Harrison FCA

Andrew P Winearls FCA
Christopher D Ridgeon FCCA
Richard C Meadows FCA
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Janet Frostick

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Bury St. Edmunds

Elv

Godmanchester

Kings Lynn

March

Mildenhall

Nottingham

Pease

St. Neots

St. Peter

Wickham

2. Risk Management

- (a) We are pleased to note that each board is undertaking a formal risk management strategy and reviewing this on a regular basis. In its current form the risk management document presented annually to the board does not show evidence of when the individual risks were last reviewed. We would recommend that this is documented going forward to prove regular reviews are occurring.
- (b) As you are aware there is increasingly more risk and regulations surrounding digital systems and the retention of sensitive data. We note that currently within your risk management strategy there is no specific areas that cover IT security and data management (which has increasingly come into the spotlight as a result of the introduction of GDPR regulations in May 2018). We would strongly recommend that this area is addressed swiftly, so as to ensure that there are adequate procedures in place to avoid and/or deal with data breaches that could lead to significant regulatory penalties under the new General Data Protection Regulations.

Comment:

Each individual Board has a risk register which is reviewed at 5 year intervals. Between this process the Boards review the annual risk management process at meetings to all areas are covered.

Within the current risk register there are two identified risks:

- Computer Programming services & Telemetry Installations,
- Critical incident loss of data

Both of which are managed by the Middle Level Commissioners. As part of the process for the introduction of GDPR, the administered Boards appointed the Middle Level Commissioners solicitor as Data Protection Officer who carried out a review of current procedures which will be updated along with the risk registers if considered necessary.

3. Opera Bank Reconciliations

As in prior years we have noticed that there are still issues with the Opera bank reconciliation function, as such in some cases the Opera unreconciled reports do not tie back to the main cashbook reconciliation. We are aware that this is a software issue and not down to human error. In all cases with the assistance of the manual reconciliation provided, no differences were identified in the year end bank and cash figures.

Comment:

As referred to, this is a minor software glitch associated with system shut-downs at the time transactions being processed, with part of the transaction getting on the unreconciled report. We should now be able to have these postings rectified remotely by our software provided through our maintenance agreements, but this is obviously done after the event. As mentioned, these do not constitute an error with the transaction postings which require any adjustments to the accounting ledgers.

4. Aged Creditors and Debtors

We are pleased to note that in most boards old debtors and creditors have been addressed and cleared, however there remains items in some IDB's that exceed the legal time limit for the life of debt (6 years). As such we would urge you to review these older balances owing/owed and write back as appropriate. Where items are significantly aged but not written back we would suggest justification of this is shown on the debtors and creditors schedule as part of the accounts preparation process.

Comment:

Detailed schedules are kept and reviewed annually, with appropriate actions taken.

5. Published Minutes

As in the prior year we have identified some isolated errors between the published minutes on the Commissioners website and the underlying accounts, in all cases the error was with the published minutes. As such we would suggest that the figures to be published are reviewed rigorously prior to publication in order to avoid this happening going forward.

Comment:

The point relates to the transposition of figures from one format to another and had been previously identified and further procedures put in place to minimise the risk.

6. Rate Software

As in prior year we are satisfied that the rate software is operating as expected. However, on enquiry we understand that the programme is still not being used to its full capabilities as a result of it not being fully linked to the Opera software. This was highlighted in the prior year and therefore we question whether the system is delivering full value for money to the boards and ratepayers as it appears the system is effectively being used in the same way as the preceding system.

As mentioned in the prior year's management letter it was identified that only one member of staff has a working knowledge of the new rates system and is the only member of staff who can access the programme. This could lead to great operational impact if the employee became indisposed or decided to leave the organisation. As such we would urge that further users are trained to avoid over reliance on one member of staff and promote segregation of duties.

Comment:

The installation/commissioning of the new software took longer than initially anticipated and through this process the software was restricted to one workstation, the software is currently on two workstations, both of which are used. There is an operational manual for the operation of the software and staff are required to keep an updated procedures manual for their areas of work. During the installation of the new software, the other finance officer was on maternity leave so it was not possible for her to be trained in its operation at the same time. There continue to be delays in getting the software fully integrated with the accounting software and training will continue to give additional cover.

7. ADA Subscription

We notice that ADA subscription appear not to be accounted for on an accruals basis, as the subscription run in line with the calendar year and not an accounting year. As such we would suggest going forward that all boards adopt the accruals concept for these subscriptions. It is noted on review that there is not material difference between cost and accruals bases on recalculation due to the minimal year-on-year variance in subscription cost; therefore this is merely to ensure consistency of approach.

Comment:

The approach to dealing with these subscriptions had been consistent but was highlighted following a number of boards withdrawing their annual subscriptions and then re-commencing leaving a 'gap'. A schedule has been drawn up to ensure a consistent approach moving forward.

8. Bank Reconciliation Verification

During the course of auditing IDB's, it appears that the verification on the bank reconciliation for the first two months of the year has not been done, in addition on some boards the year end bank reconciliation had not been verified. We understand that this is a busy time for the accounts department, due to the preparation of the Accounts and Annual Returns for the year for a number of IDB's. However, this could lead to potential material errors or manipulations if checks are not carried out. As such we would strongly suggest that concerted effort is made to resolve this issue in the coming year.

Comment:

Concerning the first quarter of the financial year the bank statements are reconciled monthly by input into the accounting software, it not being possible to proceed without the reconciliation being complete, but, due to work-loads finalising year end accounts during this period it is not possible to carry out the manual reconciliation check, which is then done at the end of the first quarter. This matter has been discussed further and additional processes will be put in place for the first quarter of the next financial year. With regards to the verification of year end bank reconciliations, this is an "administration" error in that the reconciliations have been completed, together with all supporting documents for the preparation of the year end accounts, but the statement had not been signed. Again, we have looked at this for future procedures.

9. Building Insurance

We note from the property insurance schedule provided that the buildings (excluding pumping stations) were last revalued for insurance purposes in 2012. We would suggest that due to residential and commercial property values increasing in recent times that the buildings owned by the IDB's would be worth more in today's market and could therefore potentially be slightly underinsured. As such we would suggest that, as with the pumping stations in 2015, the IDB's with such property revalue for insurance purposes and carry out regular revaluations going forward.

Comment:

Residential property insured valuation were reviewed by Board chairman during February 2018 (Middle Level Commissioners had valuations carried out by Maxey Grounds) and revisions were, where approved, put in place for insured values as from 1 April 2018.

10. District Officer Fee

We understand that in some circumstances additional work from the District Office is required over and above the fee level agreed in the minutes at the beginning of each financial year, leading to additional fees. We would recommend that should this situation arise, any amounts over and above that agreed within the minutes need to be minuted and specifically authorised by Chairman.

Comment:

The main issue relates to the situation if additional works have been carried out, which are included on the same invoice from the officer. This has been looked at and additional procedures will be put in place concerning this.

11. IT Security

We are pleased to note that you have taken on board our prior recommendations and that all staff have been provided with their own passwords and login details, this has ensured accountability of work carried out within the accounting and rates systems.

12. Amalgamated IDBs

We are also pleased to note that all NS&I accounts for the amalgamated IDB's has been updated and there are no accounts for previously separate IDB's still active.

Specific Point(s)

Sutton & Mepal IDB

We note that the depreciation charges in relation to additions from the previous year, calculated in the prior year on a pro-rata basis from the date of acquisition, have not been changed in the current year to reflect a full years charge. This does not affect the figures for the annual return as assets are shown at deemed cost. We have communicated this during the course of the audit and note that the error will be adjusted on the next year accounts.

Finally we take this opportunity to thank your staff involved in our audit for their assistance and cooperation.

Yours sincerely,

Whiting & Partners

Whiting & Partners



Annual Report for the year ended 31 March 2018

The Law – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

No later than 31 August 2018 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood Management Division, Floor 3, Seacole, 2 Marsham Street, London SW1P 4DF via floodreports@defra.gsi.gov.uk
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via rachael.hill@environment-agency.gov.uk
- The Chief Executives of:
 - all local authorities that pay special levies to the Board;
 - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically. If you are unable to complete the form electronically, please complete in BLOCK LETTERS using **black ink**.

Please round all cash figures down to nearest whole £.

BLUNTISHAM

Internal Drainage Board

Section A – Financial information

Preliminary information on special levies issued by the Board for 2018- 19

Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.

Special levies information for financial year 2018-19 (forecast)	
Name of local authority	2018-19 forecast £
1. HUNTINGDONSHIRE DISTRICT COUNCIL	10,660
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	10,660

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2018

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2018 £
INCOME		
1. Drainage Rates		7,179
2. Special Levies		10,660
3. Higher Land Water Contributions from the Environment Agency		973
4. Contributions received from developers/other beneficiaries		0
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAs		0
7. Loans		0
8. Rechargeable Works		0
9. Interest and Investment Income		57
10. Rents and Acknowledgements		0
11. Other Income		1,200
Total income		20,069
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		1,736
14. Watercourse maintenance		6,300
15. Pumping Stations, Sluices and Water level control structures		4,202
16. Administration		6,541
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		348
22. Other Expenditure		213
Total expenditure		19,340

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		729
24. Developers Funds income not applied in year		0
25. Grant income not applied in year		0

Notes:

11. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).
12. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
13. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
14. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
15. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
16. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
17. State all costs associated with the PSCA
18. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
20. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.
21. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions on non-designated sites.
22. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).
23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.
24. Total balance of developer fund year end.
25. Unspent grant at year end.

Section B –IDB Reporting

Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink)
provided to Defra, and EA? Yes ☒ No ☐

Biodiversity

Please indicate whether your Board has a Biodiversity Action Plan Yes ☒ No ☐

If "yes" is the Biodiversity Action Plan available on your
website? Yes ☒ No ☐

What year was your Biodiversity Action Plan last updated?

Have you reported progress on BAP implementation on your web site? Yes ☒ No ☐

When was biodiversity last discussed at a Board meeting (date)?

Do you have a biosecurity process? Yes ☐ No ☒

SSSI water level management plans

Please indicate whether your Board is responsible for any SSSI water level management
plans? Yes ☐ No ☒

If so, which ones:

Area of SSSI with IDB water level management plans

Area of SSSI where IDB water level management activities are contributing to recovering or favourable
condition?

Area of SSSI where IDB water level management actions are required to achieve recovering or favourable condition?

Access to environmental expertise

Does your IDB have access to environmental expertise? If so please tick all those options below through which environmental expertise is regularly provided to your IDB:

- | | |
|--|-------------------------------------|
| Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority) | <input type="checkbox"/> |
| Co-opted members | <input type="checkbox"/> |
| Directly employed staff | <input type="checkbox"/> |
| Contracted persons or consultants | <input checked="" type="checkbox"/> |
| Environmental Partners/NGOs | <input type="checkbox"/> |
| Other (please describe) | <input type="checkbox"/> |

Asset Management

What system/database does your Board use to manage the assets it is responsible for?

- | | |
|-------------------------|-------------------------------------|
| ADIS | <input checked="" type="checkbox"/> |
| Paper Records | <input type="checkbox"/> |
| Other Electronic System | <input type="checkbox"/> |

Has your Board continued to undertake visual inspections and update asset databases on an annual basis?

Yes ☒ No ☐

What is the cumulative total of identified watercourse (in km) that the Board periodically maintains?

45

How many pumping stations does the Board operate?

1

What is the cumulative design capacity of the Board's pumping station(s) (enter zero if no stations are operated)?

0.5 cumecs

Health and Safety

Does the Board have a current Health and Safety policy in place?

Yes ☒ No ☐

Does the Board have a responsible officer for Health and Safety?

Yes ☒ No ☐

Have there been any reportable incidents in the past year?

Yes ☐ No ☒

If so, please summarise in the box below:

Guidance and Best Practice

Has your IDB adopted a formal Scheme of Delegation? Yes ☒ No ☐

Has your IDB provided training for board members in the last year in the any of the following areas?

Governance	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Health, safety and welfare	<input type="checkbox"/>
Communications and engagement	<input type="checkbox"/>
Other (please describe)	<input type="checkbox"/>

Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc) Yes ☒ No ☐

Has your IDB adopted computerised accounting and rating systems? Yes ☒ No ☐

Has your board published all minutes of meetings on the website? Yes ☒ No ☐

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement? Yes ☒ No ☐

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied? Yes ☒ No ☐

Has your Board adopted the following governance documents?

Standing Orders Yes ☒ No ☐

Have the Standing Orders been approved by Ministers Yes ☒ No ☐

Byelaws Yes ☒ No ☐

If you have Byelaws, have you adopted the latest model byelaws published in 2012 Yes ☐ No ☒

Have the Byelaws been approved by Ministers Yes ☒ No ☐

Code of Conduct for Board Members Yes ☒ No ☐

Financial Regulations.....Yes ☒ No ☐
 Register of Member's Interests.....Yes ☒ No ☐
 Anti-fraud and corruption policy.....Yes ☒ No ☐

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	7
Seats available to appointed members under the Land Drainage Act 1991.	7
Number of elected members on the board at year end.	6
Number of appointed members on the board at year end.	1
Mean average number of elected members in attendance at each board meeting over the last financial year.	6
Mean average number of appointed members in attendance at each board meeting over the last financial year.	1

Have you held elections within the last three years?.....Yes ☒ No ☐ N/A ☐
 Did elections comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?.....Yes ☒ No ☐ N/A ☐

Complaints procedure

Is the procedure for a member of the public to make a complaint about the IDB accessible from the front page of its website?.....Yes ☒ No ☐

Number of complaints received in the financial year?	0
Number of complaints outstanding in the financial year?	0
Number of complaints referred to the Local Government Ombudsman?	0
Number of complaints upheld by the Local Government Ombudsman?	0

Public Engagement

Set out what your Board has done in this financial year to engage with the public (tick relevant box(es) below):

Press releases	<input type="checkbox"/>
Newsletters	<input checked="" type="checkbox"/>
Web site	<input checked="" type="checkbox"/>
Meetings	<input checked="" type="checkbox"/>
Shows/events (including open days/inspections)	<input type="checkbox"/>
Consultations	<input checked="" type="checkbox"/>
Notices	<input checked="" type="checkbox"/>

Percentage (in value) of drainage rates outstanding at year end?

0.153%

Section B: NOTES

Guidance and Best Practice

Has your Board published **all** minutes of meetings on the web site? In answering this question, this should apply to all the main Board meetings held in the year and any appropriate meetings the Board has held with external stakeholders.

Board membership and attendance

When referring to **elected members** of the Board, this relates to the number of landowners/drainage rate payers that are elected to the Board.

When referring to **appointed members** of the Board, this relates to the number of members appointed by the local authorities to represent the local council taxpayers.

When referring to mean average number of elected and appointed members in attendance at meetings at each board meeting – **this should be expressed as a number of attendees** and not as a percentage attendance.

With regard to elections, under Schedule 1 of the Land Drainage Act 1991, elected members should hold office for three years, at which point a further election is held. When elections are held, they should comply with the requirements under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 – to advertise and notify local stakeholders accordingly.

Section C – Declaration

BLUNTISHAM

Internal Drainage Board

I confirm that the information provided in sections A-C or with this form is correct.

Signature

S. Ablett

Date

23/08/2018

Name in BLOCK LETTERS

MISS SAMANTHA ABLETT

Designation

ASSISTANT TREASURER

Email address

ADMIN@MIDDLELEVEL.GOV.UK

BLUNTISHAM IDB
INSURED VALUE OF FIXED ASSETS

PUMPING STATION

As At
31st March 2019

BARLEY CROFT PUMPING STATION

470,000.00

470,000.00

BLUNTISHAM INTERNAL DRAINAGE BOARD

Payments 2018/2019 (1st April 2018 - 30th November 2018)

Lattenbury Services Limited - Flail mowing and machine cleansing	6,720.00
Environment Agency - Precept	881.00
Middle Level Commissioners - Pumping station maintenance	160.56
Middle Level Commissioners - Renewal of insurances	395.57
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	213.72
Middle Level Commissioners - Binding of minutes (Account from Brignell Bookbinders)	184.80
Middle Level Commissioners - Contribution towards retirement gift for Environmental Officer	50.00
PKF Littlejohns LLP - Audit fee (2017/2018 accounts)	240.00
Middle Level Commissioners - Pumping station maintenance	160.56
Middle Level Commissioners - Administration charge, postages and telephone charges	2,697.16
Middle Level Commissioners - Preparation of highland water claims	78.76
Middle Level Commissioners - ADA Conference ticket	144.00
Middle Level Commissioners - Fees (Planning and development application)	138.00
	<hr/>
	<u>12,064.13</u>

(NB - Amounts shown include Value Added Tax)

BLUNTISHAM INTERNAL DRAINAGE BOARD
BUDGET 2019/2020

	<u>Approved budget</u> <u>2018/2019</u> £	<u>Probable Actual</u> <u>2018/2019</u> £	<u>Estimated</u> <u>2019/2020</u> £	<u>Remarks</u>	
1 Channel Maintenance	5,000	5,000 ^A	5,000 ^B	A - Includes provision for: Maintenance works 2018/19 clerk to report at meeting	4,000
2 Pumping Station					
Repairs and Renewals	1,000	1,035	1,100	B - Includes provision for works required -	4,000
Electricity	2,300	2,300	2,300	Chairman to report	
Labour	1,500	1,500	1,500		
3 Administration					
Insurances	600	400	500	C - Assumes for highland water to be paid As per calculations	
Administration	7,150	7,150	7,250		
4 EA Precept	1,775	1,762	1,850	D - Does not include provision for possible: - weedscreen cleaning improvements - write-back of prior period provisions	
	19,325	19,147	19,500		
LESS Deposit Accounts interest, etc	982	1,465	978 ^C		
	18,343	17,682	18,522 ^D		

Last years rate set 11.50p raised - £17,839

Rate required 11.940 p

Bluntisham Internal Drainage Board

Rate and levy requirements 2019/2020

Under Section 37 of the Land Drainage Act 1991, the appropriate proportions in which the net expenditure of the Board must be borne for 2019//2020 are:-

- a) Proportion to be borne by the Agricultural Sector – 40.24%
- b) Proportion to be borne by Special levy issued to Huntingdonshire District Council - 59.76%

The product of a rate of 1p in the £ on Agricultural land and buildings is £624

In 2019/2020 a rate of 1p together with corresponding Special levy would raise £1,551.

Estimated revenue cash balance in hand at 31st March 2019 without transferring any balance to the pumping plant replacement fund is - £33,600

Estimated balance in the Boards Asset Replacement Fund at 31st March 2019 without transferring any balance from the general fund is £27,500.

The estimated net expenditure of £18,522 in 2019/2020, which does not include provision for weedscreen cleaning improvements is equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 11.94p and
- b) a Special levy on Huntingdonshire District Council of £11,068.

In 2018/2019 a rate of 11.50p in the £ was set together with a Special levy of £10,660 on Huntingdonshire District Council to raise £17,839 towards estimated expenditure of £18,343.

The estimated expenditure for 2019/2020 does not include provision for the cost of future pumping plant replacement.

D C THOMAS

Clerk to the Board

December 2018